

SF 76A INSTRUCTIONS:

Follow the instructions carefully when completing the FPCA. Please use the [Voting Assistance Guide, Chapter 3](#), for specific state-by-state information when completing this form. Assistance and information regarding the use and completion of this form, as well as specific state information may be obtained from military Unit Voting Assistance Officers, U.S. Embassy and Consular Voting Assistance Officers, or organizations of U.S. citizens overseas and the FVAP web site: www.fvap.gov.

After completing the form, send it to your jurisdiction of voting residence. The Guide contains addresses for sending the completed form to your Local Election Official (LEO). Alternative means of transmitting election materials (faxing) are also outlined in the *Guide*.

Although Federal law states that the FPCA is valid for two regular Federal elections, FVAP recommends that you submit a new FPCA in January of every year and whenever you move to ensure that your absentee ballots will be sent to you in a timely manner. Here is an item-by-item breakdown:

Block 1 - I Request Ballots for All Elections In Which I Am Eligible To Vote And I Am:

Place an **X** only in one block. Marking Block 1c generally means that you were a resident of that state before departing the U.S. and your intent to return at some time in the future is uncertain. Marking Block 1c applies for a Federal ballot only (if one is printed by the state).

Block 2 - My Information: Type or print full name, previous name (if applicable) sex, race, date of birth, social security number (most states require only the last four digits), state driver's license or I.D. number, telephone number and email address.

2d. RACE. This information is requested from some states for statistical purposes by the Department of Justice in their enforcement of the Voting Rights Act and the National Voter Registration Act. See the [Voting Assistance Guide](#) for more information.

Provide a complete fax number where the LEO may reach you. Some States and Territories allow you to request, receive, and/or return your ballot by fax. Refer to your state pages in the *Guide* for more details on electronic transmission and required information for your state.

Block 3- My Voting Residence Address (for military, use legal residence. For overseas citizens, use last legal residence in U.S) (Required): Enter the complete legal voting residence address (including county) where you ACTUALLY LIVED in the state or territory. Your right to vote in your state and determination of your voting precinct depend on the physical location of your residence while you were in the state. DO NOT USE A POST OFFICE BOX NUMBER. In an area with no street names, indicate route name and number and box number. Also provide any additional information necessary to physically describe your residence location. Use Block 6 (Remarks) to indicate the specific location of the residence (for example, 2 miles south of the intersection of Route 9 and I-34). This address should be different from the one provided in Block 4 and must be within the county or township where you claim legal voting residence.

If you have never lived in the U.S., check the [Voting Assistance Guide](#) for the states that allow you to vote using a parent's voting residence address.

Block 4.a - Where To Send My Voting Materials: Enter the complete mailing address where you are currently living and where you wish to receive your absentee ballot. This address must be different from the address you provided in Block 3. If you will have a new mailing address by the time election materials will be sent to you, please be sure to indicate this address here. If you have an alternate address or an address of a mail forwarding service that delivers your mail more quickly, enter that address in Block 4b.

Block 4.b - My Forwarding Address: Complete 4.b only if you do not want your ballot mailed to the address in Block 4.a. This block would be used by citizens who have their mail forwarded by a courier or forwarding service.

Block 4.c - I Prefer To Receive My Absentee Ballot, As Permitted By My State, By: Some States and Territories allow you to request, receive, and/or return your ballot by fax or email. Refer to your state pages in the *Guide* for more details on electronic transmission. If your state allows absentee ballots to be sent via e-mail or fax, check the appropriate box in Block 4c. If your state does not permit faxing or emailing ballots, you must check the mail box. This form should be resubmitted every time you change your mailing address.

Block 5 - My Political Party Affiliation: This is an optional entry, however, this information is required by most states in order to vote in primary elections. Consult the [Voting Assistance Guide](#) for any specific state information required.

Block 6 - Additional Information:

- (1) Provide any information that may assist the local election official in approving this application. It would be helpful if you provide the date you last lived at the address in Block 3a and if you list a name and telephone number of a local contact in the event the local election official cannot contact you and has a question concerning the application.
- (2) If you were previously registered to vote in a jurisdiction other than the one in which you are applying, indicate "previously registered in (location)."
- (3) Submission of this form serves as a request to receive ballots for all Federal elections held through the next two regularly scheduled general elections. If you do not wish to receive ballots for that length of time, you may request a ballot for each election for Federal office held in the next election year OR a ballot for only the next scheduled election for Federal office by noting your choice in Block 6. (Depending on your state of residence, you may also receive ballots for State and local offices during the selected period as well.)
- (4) If your state provides a special state write-in ballot and you are requesting one, indicate the reason you are requesting a special write-in ballot or place a sticker from the [Voting Assistance Guide](#) in this section.

Block 7 - Affirmation by applicant: Ensure that you read the oath, sign, and enter the date you completed the form in the spaces provided.

Block 7 - Witness/Notary: Not all states require a witness or notary, and state laws vary

regarding the voting of convicted felons. Consult your state section of the [Voting Assistance Guide](#) or your Voting Assistance Officer for your state's requirements.

Absentee voting materials may be obtained through your unit, Embassy, or Consulate VAO. Many US citizens' organizations and corporations overseas maintain a stock of absentee voting materials as well. An on-line (PDF) version of the FPCA is also available for all states and territories except Guam and American Samoa at www.fvap.gov/pubs/onlinefpca.html. The FPCA can be completed on-line or printed out and completed. After completing the application, it must be signed, dated and placed in an envelope affixed with proper postage. Postage free envelopes, for use in the U.S. Postal System, can also be printed from the FVAP web site at www.fvap.gov/pubs/returnenvelope.html.